

# **FARMERS' MARKET NUTRITION PROGRAM**

## **FISCAL YEAR 2019 HANDBOOK FOR PARTICIPATING FARMERS**



**Department of Public Health and  
Social Services  
Guam WIC Program**

## **I. OVERVIEW**

- **What is the WIC Farmers' Market Nutrition Program?**
- **Two Purposes For The Implementation of the Farmers' Market Nutrition Program**
- **Federal Background**
- **Local Background**

## **II. HOW DOES THE GUAM WIC FMNP WORK**

- **When will FMNP coupons be issued and how long may they be used?**
- **How do the farmers cash the FMNP coupons?**
- **Sample of Guam WIC FMNP coupon**
- **Where will the Farmers' Markets be located?**
- **How farmers can participate in the WIC FMNP?**

## **III. VIOLATIONS & SANCTIONS GUIDELINES**

- **Rule Violations**
  - **Class I Violations**
  - **Class II Violations**
  - **Suspension**
  - **Termination**

<b>FMNP Coordinator/Manager</b> <b>475-0292/0300</b>
---

# **FARMERS' MARKET HANDBOOK**

## **I. OVERVIEW**

### **What is the WIC Farmers' Market Nutrition Program?**

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program is a federally funded program that provides nutrition counseling and supplemental foods to low income, pregnant women, breastfeeding women, postpartum women, infants, and children from 1 year up to 5 years old. The WIC Farmers' Market Nutrition Program (FMNP) provides eligible WIC participants coupons to purchase fresh fruits and vegetables at local farmers' market sites and roadside stands. Eligible recipients also receive cash value vouchers which can be also be used to purchase fruits and vegetable at local farmers' markets, roadside stands, and WIC authorized retail stores.

**The Guam WIC Farmers' Market Nutrition Program (FMNP) is a program administered by the Department of Public Health and Social Services. The program has two purposes for implementation:**

- 1. To provide fresh, nutritious, unprepared foods, fruits and vegetables from farmers' markets to women and children (up to 5 years old) who are nutritionally at risk; and**
- 2. To expand the awareness and use of farmers' markets, as well as increase sales at such markets.**

## **What are FMNP coupons?**

The FMNP coupons are valued at \$20.00 and issued to qualified WIC participants, which are only issued during the FMNP season from April through September of each year.

## **Federal Background:**

In 1988, Congress authorized a three-year demonstration project to test the concept in ten states. The success of the demonstration project led Congress to enact the WIC Farmers' Market Nutrition Act of July 2, 1992 (P.L. 102-34), thereby establishing the WIC FMNP as a food assistance program of the United States Department of Agriculture (USDA).

## **Local Background:**

In November 1998, the Department of Public Health and Social Services, Guam WIC Program, applied for funding by submitting to the United States Department of Agriculture (USDA), Guam State Plan of Operations for the WIC Farmers' Market Nutrition Program. On January 29, 1999, USDA approved Guam's State Plan. However, funding was not approved until April 21, 1999.

## **II. HOW DOES THE GUAM WIC FMNP WORK?**

The Guam WIC FMNP provides over 7,000 plus women and Children (1 up to 5 years old) who are participants in the WIC Program with FMNP coupons valued at \$20.00. The FMNP coupons may only be used to purchase fresh, nutritious, unprepared fruits and vegetables directly from an authorized farmer of the WIC FMNP. Recipients also receive a FMNP recipient packet that contains nutrition education materials, schedule, time, location of Farmers' Markets, Roadside Stands and list of names of authorized farmers with their WIC FMNP identification numbers.

Farmers are selected and authorized by the WIC FMNP section. If they meet the criteria to become an authorized farmer, they are notified via telephone or letter of their selection and non-selection status. If selected, then instructions to be an authorized farmer are given to them.

### When will FMNP coupons be issued and how long may they be used?

#### FMNP Coupons

Issue Date	Issued to the WIC clients from 4/1/2019 to 9/10/2019
Valid Date	Redeemable from 4/1/2019 to 9/15/2019
Deposit Date	4/1/2019 to 9/30/2019

### How do the farmers cash the FMNP coupons?

Farmers may cash their coupons just as they would a personal check. Farmers only need to deposit the coupons into their personal or business account. Before the farmer deposits the coupons in their bank, they must stamp the coupons with their assigned FMNP. The farmer must deposit the coupons within 15 calendar days from the "Last Date To Use" date.

### Sample of Guam WIC FMNP Coupon

<small>GUAM DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES</small> <small>HOUSE OF DEBATE SUBJECT TO STATE OR FEDERAL PROSECUTION, VOID IF ALTERED</small>		<small>FORM 14</small> <b>689106</b>		<small>DATE OF DEPOSIT</small> 07/22/2019
<b>FARMERS' MARKET 2019</b> NOT REDEEMABLE IN WIC RETAIL STORES VALID FOR PURCHASE OF LOCALLY GROWN FRESH FRUITS AND VEGETABLES ONLY. FARMERS: DEPOSIT BY SEPTEMBER 30, 2019		<small>AMOUNT</small> <b>\$ 2.00</b>	<small>LAST DATE TO USE</small> 09/15/2019	<small>PARTICIPANT DO NOT SIGN UNTIL TIME OF PURCHASE</small>
<small>ISSUED TO THE WIC CLIENTS FROM 4/1/2019 TO 9/10/2019</small>				

\*00689106\* \*091912482\* 803823\*

### **Where will the Farmers' Markets be located?**

A schedule will be prepared and distributed to WIC participants and to WIC FMNP authorized farmers. The schedule will include the location, date, and time of all WIC Farmers' Markets on Guam.

### **How farmers can participate in the WIC FMNP?**

To be eligible to participate in the Guam WIC Farmers' Market Nutrition Program for 2019, individual farmers must meet the following requirements:

1. Be a resident of Guam;
2. Personally grow fresh fruits and vegetables on property they own or lease; and
3. Be a bonafide farmer, certified by the Government of Guam, Department of Agriculture

**If you meet the following eligibility requirements and agree to follow the operational rules described below, complete an application and return it to the state WIC office.**

Return completed application to  
Guam WIC Program  
Farmers' Market Nutrition Program  
Administration Office  
Building #15-6100, Mariner Avenue, Barrigada (Tiyan)  
96913-1601

### **III. VIOLATIONS AND SANCTIONS**

#### **Rule Violations**

Sanctions against farmers violating program rules and regulations will be based on the nature and frequency of violations that have been substantiated by observation, compliance buys or other means. Violations applicable to any authorized farmer will be identified as either Class I or Class II:

Class I violations, not in any priority order, are as follows;

- a) Failure to display the "We Gladly Accept FMNP Coupons poster.
- b) Knowingly providing false information about the program to FMNP coupon recipients or others.
- c) Failure to abide by the program complaint process.
- d) Accepting FMNP coupons for produce not locally grown on Guam.
- e) Failure to cooperate with a State Agency request to inspect a production site within a reasonable period of time when the farmer is suspected of accepting FMNP coupons for food not "locally grown".

- f) Abusive treatment of FMNP coupon recipients, program monitors or staff, or individuals associated with the FMNP.
- g) Failure to sell produce at the Farmers' Market on the fixed schedule of days and hours of operation for a minimum of five months.
- h) Violation of any other FMNP rule or regulation that is not specified in this section as being either a Class I or Class II violation.

**Class I violations** will result in a verbal warning from the Guam WIC FMNP to the violating farmer and will be documented in the State Agency's file for that farmer. The farmer will be invited to explain or question the violation. The response and/or any corrective actions taken will also be recorded. The second substantiated instance of a Class I violation during the period of FMNP operations will constitute a suspension of FMNP operations for the duration of the agreement not to exceed three months.

Class II violations, not necessarily in any priority order, are as follows:

- a) Giving FMNP coupon shoppers cash change where the value of the shoppers' purchase is less than the value of the FMNP coupon.
- b) Cashing FMNP coupons for customers or cashing FMNP coupons obtained from any unauthorized source, including FMNP coupons accepted by an unauthorized, suspended or disqualified farmer at the market.



- c) Accepting FMNP coupons for non-food items or for any purchase other than eligible foods.
- d) Accepting FMNP coupons or indicating willingness to accept FMNP coupons by posting FMNP signs at any site that is not authorized to accept FMNP coupons.
- e) Accepting FMNP coupons after the expiration date.
- f) Participating in the FMNP coupon program while selling only fruits or vegetables grown by someone else.
- g) Charging higher prices for FMNP coupon sales than for cash sales.
- h) Discriminating against FMNP coupon recipients based on race, color, national origin, sex, age or disability.
- i) Continuing to participate in the FMNP coupon program during a period of suspension or disqualification, including acceptance or evidence of intent to accept FMNP coupons.

**Class II violations** will result in suspension and possible disqualification from the FMNP. Certain abuses may constitute a criminal offense subject the vendor to prosecution under applicable state or federal laws.

## **Suspension**

Suspensions will be invoked under these circumstances:

1. The second instance of any Class I violation during the period of FMNP operation.
2. The first instance of any Class II violation during the period of FMNP operation.

Upon receipt of a "Notice of Suspension" from the Guam WIC FMNP, the farmer must immediately relinquish his/her FMNP stamp(s), ink, pad(s), FMNP posters and cease accepting FMNP coupons, for the period of suspension. Other enforcement/monitoring methods may include 1) unannounced monitoring (s) at the designated Farmers' Market sites to ensure that the suspended WIC farmer is not conducting food coupon transactions (especially during the period of suspension); 2) monitoring of coupon expenditures to ensure the suspended farmer is not conducting coupon transactions; and, 3) provide WIC clinic staff an updated listing of the current authorized farmers under the program;

The second substantiated instance of a Class I violation during the period of FMNP operation will constitute a suspension of FMNP operations for the duration of the agreement not to exceed three months. The third instance will constitute a suspension of FMNP operations for the duration of the agreement, not to exceed one year. The fourth instance will constitute immediate termination and the farmer will not be allowed to participate in the following 3-year FMNP open enrollment but can apply at the next enrollment season.

Upon the first instance of any Class II violation during the FMNP operations, the farmer will be suspended for the duration of the agreement not to exceed a period of one year. Should the farmer commit another Class II violation during the remaining period of his/her farmer agreement, the agreement will be terminated immediately and the farmer will not be allowed to participate in the following 3-year FMNP open enrollment but can ap-

## Termination

Repeated offenses in the Class I (fourth offense) or Class II (second offense) categories or violation of the terms and conditions of the FMNP Contract Agreement shall be grounds for immediate termination. The farmer will not be allowed to participate in the following 3-year FMNP open enrollment but can apply at the next enrollment season thereafter.



Guam WIC FMNP Market Site Stand to inform WIC FMNP participants a market site is nearby and authorized farmers are available

Department of Public Health and  
Social Service  
Division of Public Health  
Bureau of Nutrition Services  
Guam WIC Program

Farmers' Market Nutrition Program  
Administration Office  
Building #15-6100, Mariner Avenue, Barrigada  
(Tiyan) 96913-1601

Telephone number: 475-0292/300  
Fax: 477-7945

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.**

**Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.**

**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence  
Avenue, SW  
Washington, D.C. 20250-9410;**
- (2) fax: (202) 690-7442; or**
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**

**This institution is an equal opportunity provider.**